

ORDINANCE NO. 2007-11-01

**AN ORDINANCE OF THE CITY COUNCIL OF
THE CITY OF LEEDS, ALABAMA, ADOPTING
REGULATIONS AND RESERVATION GUIDELINES
FOR THE PARKS AND FACILITIES WITHIN
THE CITY OF LEEDS**

The City Council of the City of Leeds, Alabama, does hereby ordain and include in the Leeds Municipal Code as Chapter 14 as follows:

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Article 1: Title

This chapter shall be known and may be cited and referred to as the "Parks and Facilities Ordinance of the City of Leeds."

Article 2: Purpose

It is the purpose of the City Council, in establishing rules and regulations governing the use of park and recreational areas in the City, to insure the general public and the inhabitants of this community in particular, full and equal rights to the use and enjoyment of said public facilities. To further this purpose and intent, the City has promulgated reasonable rules and regulations as may be necessary and appropriate to carry out the provisions of this chapter.

Article 3: Definitions

For the purposes of this chapter, the following definitions apply:

1. *Alcoholic Beverage* means any beverage as defined by § 3-1 of the City of Leeds Code of Ordinances, and includes beer, wine, whiskey, gin or similar beverage containing more than one-half of one percent of alcohol by volume.
2. *Mayor* means the elected head of the government of the city or his/her designee.
3. *Park or City Park* means the playground and all other land and easements owned or leased by the City of Leeds, which, by ordinance, resolution, encroachment, permit, regulation or agreement, are dedicated to or operated by the City for purposes of sports and public recreation. The term shall include the buildings, parking lots, streets and sidewalks within the territorial boundaries establishing the park.
4. *Pet* means any dog, cat, reptile, or other domestic or exotic animal legally permitted pursuant to applicable laws including the Leeds Municipal Code.
5. *Recreation Area* means the land and easements owned or leased by the City of Leeds which, by ordinance, resolution, regulation or agreement, is dedicated to or operated by the City for purposes of sports, special events, and public recreation.

Article 4: Hours of Operation

- A. It is unlawful to remain upon the grounds of any City Park, or any part thereof, except between the hours of 8 a.m. to 9 p.m., unless the sport fields are in use, in which case the park will close at 11 p.m. The jogging track may be used between the hours of 4 a.m. to 11 p.m. and the playground will be open from 8 a.m. until sundown. The Mayor is authorized to alter the park closing hours stated herein above when determined necessary to protect public health, safety, or welfare. Any change in park hours shall be posted at each affected park site. Any alteration in park hours shall be made on a content-neutral basis and shall be solely based on threats to the health, safety and welfare of park users.
- B. The Mayor shall promulgate hours of operation for the City owned facilities and fees and charges for the use of said facilities which shall be effective from the time they are approved by resolution of the City Council.

Article 5: Defacing of Structures, Monuments, or Vegetation.

- A. Except when authorized by the Mayor, it is unlawful to dig up vegetation or excavate any soil within any City Park or recreation area.
- B. Except when authorized by the Mayor, it is unlawful to cut, break, injure, deface or disturb any tree, shrub, plant or other vegetation, rock, building, fence, bench, table, street, sidewalk, parking lot or other structure, apparatus or property within any City Park or recreation area.
- C. Except when authorized by the Mayor, it is unlawful to mark or write upon, paint or deface in any manner any tree, rock, building, monument, fence, bench, wall, street, sidewalk, parking lot, apparatus or other structure within a City Park or recreation area. No decorations, banners, streamers, etc. are allowed on walls, fences, or support structures using staples or nails. Tape, wire and silly putty are permitted but must be removed at the conclusion of the event. Balloons are permitted inside the pavilions.

Article 6: Smoking, Alcoholic Beverages and Drug Consumption and Possession.

- A. Smoking on City Park grounds and other recreation grounds is not permitted.
- B. It is unlawful to consume or possess an alcoholic beverage or drugs within any City Park during the hours of operation and closure.
- C. It is unlawful to consume or possess an alcoholic beverage or drugs at any time within any City Park rest room, playground, parking lot or public street contiguous to or immediately adjoining the territorial boundary of those parks.

Article 7: Littering and Graffiti

- A. Littering in a City Park or recreation area is prohibited. All trash should be deposited in the provided trash receptacles.
- B. Any writing, painting or printing of graffiti on any park equipment, buildings, trees or rocks is strictly prohibited.

Article 8: Toilets and Rest Rooms.

- A. It is unlawful for any person over eight years of age to enter or use any toilets or rest rooms designated by signage for persons of the opposite gender.
- B. It is unlawful to use a sink in any public park or recreation building to launder clothing or to bathe or wash any part of the body other than the hands or face, or both. Notwithstanding the forgoing, any person may wash their person or clothing stained or soiled as a result of using park grounds or facilities.

Article 9: Posting of Handbills and Other Papers

- A. It is unlawful to post within any City Park or recreation area, or to post or affix upon any tree, car, fence, structure or building located within any City Park or recreation area, any handbills, circulars, pamphlets, tracts, papers or advertisements pursuant to § 16.5-3 (8) of the City of Leeds Code of Ordinances.
- B. With the permission of the Mayor, announcements may be posted upon community service bulletin boards located within recreation facilities advising persons of local, non-commercial or non-sectarian recreational, non-profit or civic events in the Leeds community.

Article 10: Motor Vehicles

- A. It is unlawful for any automobile, motorcycle or other motor vehicle to be in any park, excepting at such place or places as are provided for and designated as places for the parking of automobiles, motorcycles or other motor vehicles.
- B. It is unlawful to clean, wash or polish, or to make other than emergency repairs upon, any automobile, motorcycle or self-driven vehicle within any City Park or at any recreation area.
- C. It is unlawful for any person to willfully obstruct vehicular or pedestrian traffic or circulation within or upon any of the sidewalks or streets of a City Park or recreation area.

Article 11: Model Airplanes, Other Vehicles and Dangerous Activities.

It is unlawful to operate any model airplane, model car, go-cart or similar self-propelled device, toy or model within any City Park or recreation area. Further, it is unlawful to engage in any inherently dangerous activity within any City park or recreation area. This provision shall not apply to handicapped scooters.

Article 12: Fires

It is unlawful to ignite and/or maintain a fire in any City Park except in picnic stoves provided by the City for that purpose or as part of a City authorized event pursuant to § 10-5 of the City of Leeds Code of Ordinances.

Article 13: Pets

No pets of any kind shall be permitted in any City Park or recreation area.

Article 14: Animals

No person shall trap, kill, wound, or maltreat any wild or domesticated bird or animal, and no person shall permit any pet to pursue, trap, kill, or wound, kill or catch any wild or domesticated bird or animal in any City Park or recreation area. Nothing herein shall prevent the acts of public officers, employees or agents from performing acts in furtherance of their public duties.

Article 15: Children and Use of the Playground

- A. It is unlawful to permit any child between the ages of three (3) to twelve (12) years to play in any City Park or recreation area unless such child is attended by an adult.
- B. Adults are prohibited from using playground equipment.

Article 16: Games and Sports.

It is unlawful to practice or play any team or organized sports within a City Park unless an area is clearly designated for such use.

Article 17: Entertainment

It is unlawful to set up, maintain or give any exhibition, show, performance, lecture, or concert without a permit.

Article 18: Amplified Noise

Except when authorized pursuant to a permit issued by the Mayor, it is unlawful in any City Park or recreation area to operate a radio, television, stereo or any similar electronic or mechanical device capable of producing or emitting sound at a volume where the sound is audible at a distance greater than 50 feet from the point of emission.

Article 19: Disturbing of Meetings and Gatherings

It is unlawful to disturb in any manner any picnic, meeting, services, concert, exercises, exhibition, athletic events, special events or organized class, or to indulge in riotous, boisterous, threatening or indecent conduct or abusive, threatening, profane or indecent language in any City Park or recreation area.

Article 20: Camping and Other Overnight Activities

Except when authorized pursuant to a permit issued by the Mayor, it is unlawful to camp, lodge, or sleep for any period of time within a City Park during the hours that the park is closed or open. Usage of the parks and recreation areas shall also be subject to loitering, soliciting and storage of personal property restrictions.

Article 21: Discharge of Fireworks and Firearms

It is unlawful to discharge any firearm, firecracker, bomb, torpedo, rocket, archery equipment or other fireworks within any City Park.

Article 22: Carrying of Arms and Weapons

Except for police officers, it is unlawful to carry, convey, maintain, or provide any arm or weapon including, but not limited to, any fixed-blade knife, hunting knife, pocket knife, switchblade knife, bayonet, machete, firearm, chain, club, bat, stick, cane, blackjack, sling shots, and metal knuckles or any other object or device, whether normally designed for such use or not, which is intended to be used or which can be used in a dangerous or offensive manner to inflict bodily harm upon the person of another, or property damage upon the property real and personal, or the trees, shrubs, vegetation or lawn owned by or in the custody of the City, or any other person upon his person, or in a vehicle, whether concealed or not, within any public park, or other recreational area in the City, or in or upon any of the walks, lots or avenues of any park or recreational area in the City pursuant to § 13.6 of the City of Leeds Code of Ordinances.

Article 23: Reservations Rules and Regulations.

- A. All groups desiring to make reservations for picnic shelters must complete a park reservation request form, submit a refundable cleaning and security deposit, and pay the required fee(s) at the time of request at the *Leeds Civic Center*. The Mayor can waive the fees on a case by case basis upon determining financial hardship. The reservations must be made at least two (2) weeks before the desired date.

Security deposit	\$ 50
<u>Pavilion</u>	
Up to 4 hours	\$ 80
Up to 8 hours	\$ 150
Up to 12 hours	\$ 200

- B. At the conclusion of the group's use, a staff member from the community services department will inspect the area to determine if it has been cleaned and to ensure that no damage has occurred. If the area is left in satisfactory condition, the deposit will be refunded. If the area has not been properly cleaned, the department will cause it to be cleaned, with the actual costs being deducted from the deposit. If the costs of cleaning exceed the amount of the deposit, the group or organization will be billed for the balance due with interest added if not paid within 30 days after the billing date.
- C. Groups who cancel a reservation will be charged a required fee(s) for handling. If the reservation is cancelled seven or more days in advance, the use fee and security deposit will be refunded. If the reservation is cancelled less than seven days in advance, only the security deposit will be refunded. Cancellations must be made during normal business hours (8:00 a.m. to 5:30 p.m.), Monday through Thursday, by calling 699-6131 or by coming to the City of Leeds Civic Center in person. Should inclement weather occur on the day of the reservation, the groups may receive a refund of the use fee and cleaning/damage deposit or reschedule their reservation.
- D. All groups will confine themselves to their assigned areas, unless they are involved with recreational activities. No picnic tables, benches, grills, stoves or other park equipment will be moved from any other area without express permission from the Community Services Department. Groups may change assigned picnic areas if it does not conflict with another reservation.
- E. Organizations and groups staging functions in the parks should acquaint themselves with the general park rules and regulations. Actions which are in violation of said rules and regulations may result in cancellation of the outing, forfeiture of deposits, arrest or fine.
- F. These group use rules and regulations apply to all City of Leeds' parks and recreation areas.

Article 24: Issuance of Park Permits

Upon application presented at least two (2) weeks in advance, the Mayor will issue a permit for activities regulated within this chapter. The permit process described in this chapter shall be governed by Article 24 of this ordinance. A permit shall not be issued if the Mayor finds that the event or activity will violate or cause any of the following conditions to occur:

1. Violate law;
2. Exceed the capacity of the City Park or recreation area for the safe conduct of the event;
3. Present a clear and present danger to the health, safety or welfare of the public or other park users;
4. Conflict with the terms or conditions of a valid prior issued permit;

5. Involve the use of machinery or equipment which can damage park or recreation property;
6. Involve activity, equipment or a number of persons, or a combination thereof, which in the opinion of the Mayor of community services, is or constitutes a threat to public health and safety.

Article 25: Enforcement

Any person who knowingly or willingly violates any of this chapter shall:

1. Be denied the right to use the park facilities for such period as the City Council may determine;
2. Be liable for the amount of the damage caused; and/or
3. Be fined an amount not exceeding \$100.00 for each offense.


Article 26: Effective Date

The provisions of this Ordinance shall become effective immediately upon its passage and approval by the City Council of the City of Leeds, Alabama or its otherwise becoming law.

Approved:


James O. Whitfield, Mayor

Attest:


Kevin Fouts, Acting City Clerk

City of Leeds

Park Reservation Agreement

Security deposit	\$50
<u>Pavilion</u>	
Up to 4 hours	\$ 80
Up to 8 hours	\$ 150
Up to 12 hours	\$ 200

1. Only individuals twenty-one (21) years of age or older may rent any City Park or recreation area, sign the reservation contract and leave the \$50.00 security deposit. *The Mayor may waive the fee on a case by case basis upon determining financial hardship.* Payment of the reservation fee confirms reservation. Failure to make a prompt payment will result in cancellation. The renter whose name is on the Reservation Contract must remain in attendance for the entire function.
2. Cancellation Policy states that if the reservation is cancelled seven or more days in advance, the use fee and security deposit will be refunded. If the reservation is cancelled less than seven days in advance, only the security deposit will be refunded. Cancellations must be made during normal business hours (8:00 a.m. to 5:30 p.m.), Monday through Thursday, by calling 699-6131 or by coming to the community services department.
3. Should inclement weather occur on the day of the reservation, the groups may receive a refund of the use fee and cleaning/damage deposit or reschedule their reservation.
4. The City Park and recreation areas are to be used for civic and social functions only. Only one reservation is allowed at a time.
5. No pets of any kind are permitted on the playground.
6. All events involving teenagers (13-19 years old) shall have adult supervision onsite with an adult to teenager ratio of 1 adult per 5 teenagers in attendance.
7. If the event being held at the park is strenuous in nature (e.g. football, track) the Mayor may require a Leeds Paramedic to attend at the expense of the renter.
8. Alcoholic beverages, drugs nor smoking are not permitted in any City Park or recreation area.
9. The renting organization shall be responsible for set-up and clean up. No furniture or equipment may be moved or taken out of its designated area and must remain in the same location. All garbage must be bagged and taken to trash receptacles (bring trash bags).
10. No decorations, banners, streamers, etc. are allowed on walls, fences, or support structures using staples or nails. Tape, wire and silly putty are

permitted but must be removed at the conclusion of your event. Balloons are permitted inside the pavilions.

11. No open flames are permitted inside the pavilions. Grills are permitted outside of the pavilion structure but the grill must have the capability to be covered.
12. All City Parks and recreation areas close at 9 p.m. unless the sport fields are in use, in which case, the park will close at 11 p.m. The facility must be thoroughly cleaned upon completion of function or event. Failure to clean area and place all garbage in the available cans will result in forfeiture of deposit and possibly ineligibility to rent facilities in the future.
13. After each function, an inspection will be made to determine if all rules have been followed and the facility is properly cleaned. If not, security deposit and future reservation privileges will be forfeited.
14. The City of Leeds reserves the right to modify or change the rental rules at any time. Leeds reserves the sole rights to cancel an event or void a rental agreement.
15. The City Park and recreation areas are city owned; there are some reasonable concessions that must be taken into account when renting any of these facilities. The renter is only guaranteed the use of their specific reservation area, meaning that the restrooms, drinking fountains, playgrounds, parking lot, and ponds are open for public use at all times the park is open. Only, City of Leeds sponsored functions or events will constitute the closing of the City Park to the public.

This form must be completed, executed and returned via hand delivery, regular mail, email or facsimile with deposit to: Write all checks to "City of Leeds"

I ACCEPT RESPONSIBILITY OF PARK RULES AND GUIDELINES:

(All renters must be either a City of Leeds resident or St. Clair, Jefferson or Shelby County resident)

Please print or type

Rental period and specific time _____

Name (responsible adult and renter) _____

Address (City, State, Zip code) _____

Home phone number _____

Cell phone number _____

Fax number _____

Email address _____

Event description _____

(Examples= Birthday Party for 11 year old, Boy Scout Troop 100 cook-out and assembly) _____

Driver's License Number _____

Your signature below indicates agreement with the City of Leeds' City Park and recreation area reservation guidelines as well as responsibility for all damages caused during your rental. Abuse of rules will result in disqualification of future use of facilities and a fine.

Please keep a copy of this agreement for your records and familiarize yourself with the "Park and Facilities Ordinance," which may be found at the City of Leeds Civic Center or Leeds City Hall.

Signature: _____ Date: _____
(Signature of individual named above)

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Article 1: Title

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Article 2: Purpose

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Article 4: Hours of Operation

- A. It is unlawful to remain upon the grounds of any City Park, or any part thereof, except between the hours of 8 a.m. to 9 p.m., unless the sport fields are in use, in which case the park will close at 11 p.m. The jogging track may be used between the hours of 4 a.m. to 11 p.m. and the playground will be open from 8 a.m. until sundown. The Mayor is authorized to alter the park closing hours stated herein above when determined necessary to protect public health, safety, or welfare. Any change in park hours shall be posted at each affected park site. Any alteration in park hours shall be made on a content-neutral basis and shall be solely based on threats to the health, safety and welfare of park users.
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- A. Smoking on City Park grounds and other recreation grounds is not permitted.
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- C. It is unlawful to consume or possess an alcoholic beverage or drugs at any time within any City Park rest room, playground, parking lot or public street contiguous to or immediately adjoining the territorial boundary of those parks.

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- A. It is unlawful for any person over eight years of age to enter or use any toilets or rest rooms designated by signage for persons of the opposite gender.
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Article 12: Fires

It is unlawful to ignite and/or maintain a fire in any City Park except in picnic stoves provided by the City for that purpose or as part of a City authorized event pursuant to § 10-5 of the City of Leeds Code of Ordinances.

Article 13: Pets

No pets of any kind shall be permitted in any City Park or recreation area.

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No person shall trap, kill, wound, or maltreat any wild or domesticated bird or animal, and no person shall permit any pet to pursue, trap, kill, or wound, kill or catch any wild or domesticated bird or animal in any City Park or recreation area. Nothing herein shall prevent the acts of public officers, employees or agents from performing acts in furtherance of their public duties.

Article 15: Children and Use of the Playground

- A. It is unlawful to permit any child between the ages of three (3) to twelve (12) years to play in any City Park or recreation area unless such child is attended by an adult.
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Article 16: Games and Sports.

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Article 17: Entertainment

It is unlawful to set up, maintain or give any exhibition, show, performance, lecture, or concert without a permit.

Article 18: Amplified Noise

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Article 20: Camping and Other Overnight Activities

Except when authorized pursuant to a permit issued by the Mayor, it is unlawful to camp, lodge, or sleep for any period of time within a City Park during the hours that the park is closed or open. Usage of the parks and recreation areas shall also be subject to loitering, soliciting and storage of personal property restrictions.

Article 21: Discharge of Fireworks and Firearms

It is unlawful to discharge any firearm, firecracker, bomb, torpedo, rocket, archery equipment or other fireworks within any City Park.

Article 22: Carrying of Arms and Weapons

Except for police officers, it is unlawful to carry, convey, maintain, or provide any arm or weapon including, but not limited to, any fixed-blade knife, hunting knife, pocket knife, switchblade knife, bayonet, machete, firearm, chain, club, bat, stick, cane, blackjack, sling shots, and metal knuckles or any other object or device, whether normally designed for such use or not, which is intended to be used or which can be used in a dangerous or offensive manner to inflict bodily harm upon the person of another, or property damage upon the property real and personal, or the trees, shrubs, vegetation or lawn owned by or in the custody of the City, or any other person upon his person, or in a vehicle, whether concealed or not, within any public park, or other recreational area in the City, or in or upon any of the walks, lots or avenues of any park or recreational area in the City pursuant to § 13.6 of the City of Leeds Code of Ordinances.

Article 23: Reservations Rules and Regulations.

- A. All groups desiring to make reservations for picnic shelters must complete a park reservation request form, submit a refundable cleaning and security deposit, and pay the required fee(s) at the time of request at the *Leeds Civic Center*. The Mayor can waive the fees on a case by case basis upon determining financial hardship. The reservations must be made at least two (2) weeks before the desired date.

Security deposit	\$ 50
<u>Pavilion</u>	
Up to 4 hours	\$ 80
Up to 8 hours	\$ 150
Up to 12 hours	\$ 200

- B. At the conclusion of the group's use, a staff member from the community services department will inspect the area to determine if it has been cleaned and to ensure that no damage has occurred. If the area is left in satisfactory condition, the deposit will be refunded. If the area has not been properly cleaned, the department will cause it to be cleaned, with the actual costs being deducted from the deposit. If the costs of cleaning exceed the amount of the deposit, the group or organization will be billed for the balance due with interest added if not paid within 30 days after the billing date.
- C. Groups who cancel a reservation will be charged a required fee(s) for handling. If the reservation is cancelled seven or more days in advance, the use fee and security deposit will be refunded. If the reservation is cancelled less than seven days in advance, only the security deposit will be refunded. Cancellations must be made during normal business hours (8:00 a.m. to 5:30 p.m.), Monday through Thursday, by calling 699-6131 or by coming to the City of Leeds Civic Center in person. Should inclement weather occur on the day of the reservation, the groups may receive a refund of the use fee and cleaning/damage deposit or reschedule their reservation.
- D. All groups will confine themselves to their assigned areas, unless they are involved with recreational activities. No picnic tables, benches, grills, stoves or other park equipment will be moved from any other area without express permission from the Community Services Department. Groups may change assigned picnic areas if it does not conflict with another reservation.
- E. Organizations and groups staging functions in the parks should acquaint themselves with the general park rules and regulations. Actions which are in violation of said rules and regulations may result in cancellation of the outing, forfeiture of deposits, arrest or fine.
- F. These group use rules and regulations apply to all City of Leeds' parks and recreation areas.

Article 24: Issuance of Park Permits

Upon application presented at least two (2) weeks in advance, the Mayor will issue a permit for activities regulated within this chapter. The permit process described in this chapter shall be governed by Article 24 of this ordinance. A permit shall not be issued if the Mayor finds that the event or activity will violate or cause any of the following conditions to occur:

1. Violate law;
2. Exceed the capacity of the City Park or recreation area for the safe conduct of the event;
3. Present a clear and present danger to the health, safety or welfare of the public or other park users;
4. Conflict with the terms or conditions of a valid prior issued permit;

5. Involve the use of machinery or equipment which can damage park or recreation property;
6. Involve activity, equipment or a number of persons, or a combination thereof, which in the opinion of the Mayor of community services, is or constitutes a threat to public health and safety.

Article 25: Enforcement

Any person who knowingly or willingly violates any of this chapter shall:

1. Be denied the right to use the park facilities for such period as the City Council may determine;
2. Be liable for the amount of the damage caused; and/or
3. Be fined an amount not exceeding \$100.00 for each offense.


Article 26: Effective Date

The provisions of this Ordinance shall become effective immediately upon its passage and approval by the City Council of the City of Leeds, Alabama or its otherwise becoming law.

Approved:


James O. Whitfield, Mayor

Attest:


Kevin Fouts, Acting City Clerk

City of Leeds

Park Reservation Agreement

Security deposit	\$50
<u>Pavilion</u>	
Up to 4 hours	\$ 80
Up to 8 hours	\$ 150
Up to 12 hours	\$ 200

1. Only individuals twenty-one (21) years of age or older may rent any City Park or recreation area, sign the reservation contract and leave the \$50.00 security deposit. *The Mayor may waive the fee on a case by case basis upon determining financial hardship.* Payment of the reservation fee confirms reservation. Failure to make a prompt payment will result in cancellation. The renter whose name is on the Reservation Contract must remain in attendance for the entire function.
2. Cancellation Policy states that if the reservation is cancelled seven or more days in advance, the use fee and security deposit will be refunded. If the reservation is cancelled less than seven days in advance, only the security deposit will be refunded. Cancellations must be made during normal business hours (8:00 a.m. to 5:30 p.m.), Monday through Thursday, by calling 699-6131 or by coming to the community services department.
3. Should inclement weather occur on the day of the reservation, the groups may receive a refund of the use fee and cleaning/damage deposit or reschedule their reservation.
4. The City Park and recreation areas are to be used for civic and social functions only. Only one reservation is allowed at a time.
5. No pets of any kind are permitted on the playground.
6. All events involving teenagers (13-19 years old) shall have adult supervision onsite with an adult to teenager ratio of 1 adult per 5 teenagers in attendance.
7. If the event being held at the park is strenuous in nature (e.g. football, track) the Mayor may require a Leeds Paramedic to attend at the expense of the renter.
8. Alcoholic beverages, drugs nor smoking are not permitted in any City Park or recreation area.
9. The renting organization shall be responsible for set-up and clean up. No furniture or equipment may be moved or taken out of its designated area and must remain in the same location. All garbage must be bagged and taken to trash receptacles (bring trash bags).
10. No decorations, banners, streamers, etc. are allowed on walls, fences, or support structures using staples or nails. Tape, wire and silly putty are

permitted but must be removed at the conclusion of your event. Balloons are permitted inside the pavilions.

11. No open flames are permitted inside the pavilions. Grills are permitted outside of the pavilion structure but the grill must have the capability to be covered.
12. All City Parks and recreation areas close at 9 p.m. unless the sport fields are in use, in which case, the park will close at 11 p.m. The facility must be thoroughly cleaned upon completion of function or event. Failure to clean area and place all garbage in the available cans will result in forfeiture of deposit and possibly ineligibility to rent facilities in the future.
13. After each function, an inspection will be made to determine if all rules have been followed and the facility is properly cleaned. If not, security deposit and future reservation privileges will be forfeited.
14. The City of Leeds reserves the right to modify or change the rental rules at any time. Leeds reserves the sole rights to cancel an event or void a rental agreement.
15. The City Park and recreation areas are city owned; there are some reasonable concessions that must be taken into account when renting any of these facilities. The renter is only guaranteed the use of their specific reservation area, meaning that the restrooms, drinking fountains, playgrounds, parking lot, and ponds are open for public use at all times the park is open. Only, City of Leeds sponsored functions or events will constitute the closing of the City Park to the public.

This form must be completed, executed and returned via hand delivery, regular mail, email or facsimile with deposit to: Write all checks to "City of Leeds"

I ACCEPT RESPONSIBILITY OF PARK RULES AND GUIDELINES:

(All renters must be either a City of Leeds resident or St. Clair, Jefferson or Shelby County resident)

Please print or type

Rental period and specific time _____

Name (responsible adult and renter) _____

Address (City, State, Zip code) _____

Home phone number _____

Cell phone number _____

Fax number _____

Email address _____

Event description _____

(Examples= Birthday Party for 11 year old, Boy Scout Troop 100 cook-out and assembly) _____

Driver's License Number _____

Your signature below indicates agreement with the City of Leeds' City Park and recreation area reservation guidelines as well as responsibility for all damages caused during your rental. Abuse of rules will result in disqualification of future use of facilities and a fine.

Please keep a copy of this agreement for your records and familiarize yourself with the "Park and Facilities Ordinance," which may be found at the City of Leeds Civic Center or Leeds City Hall.

Signature: _____ Date: _____
(Signature of individual named above)